

From: Werst, Jolleen
To: HertzWu, Sara
Subject: RE: Question re FOIA process for SUPR
Date: Wednesday, April 03, 2013 5:54:48 AM

Sara

We probably need to get together so I can explain the process. I am out of the office today at 1145. I will be here on Thursday AWL on Friday, here on Monday AWL half day on Tuesday then I leave for vacation. So we need to get together before then.

Let me know when is good for you

Thanks
Jolleen

From: HertzWu, Sara
Sent: Monday, April 01, 2013 2:29 PM
To: Werst, Jolleen
Subject: Question re FOIA process for SUPR

Jolleen: I am assisting Audrey on a FOIA response by coordinating the gathering of documents from the air program. Audrey said that the normal procedure was to send the documents to you. If the documents are email or electronic, how do you want them sent to you? Do you want them in the native format? If not, what is format you would like the documents in?

If there is anything else I need to know about your normal process, please let me know.

Thanks in advance for your help.

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